



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 3/13/76		Georgia Bureau of Investigation 1001 International Blvd., Suite 800 Atlanta, Georgia 30354	Application Number 76-96-A	
Application Number			Date Received APR 19 1976	Date Completed MAY - 4 1976
2. Person to Contact S/A Robbie Hamrick		Working Title Supervisor of Intelligence Unit	Telephone Number 656-4736	
3. Action Requested TO AMEND 76-96, 3/26/76 a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1939 Present		5. Records Series Title (followed by title used in office; if different) Intelligence Name Index File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers the Georgia Post Mortem Act and the Implied Consent Act.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Persons arrested or suspected of criminal activity or persons that were victims of crimes. Included are: 3 x 5 Arrest, Suspect, and Victim cards furnishing name of individual, date of birth, GBI case file number, county, and other related information. This file is the index to the Crime Investigation Case Files. File is arranged: Alphabetically by individual's name; thereunder chronologically by color code. in 5-year blocks				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>750</u> ; Seven to twelve months old <u>750</u> ; Thirteen to twenty-four months old <u>750</u> ; twenty-five months and older <u>750</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 index file drawer.</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Secrets of State, Law 38-1102
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy maintained in Regional Offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 5 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

For proper administration of the Investigative Division

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify)

Cut off file at end of years ending in 7 and 2; ~~then~~ hold in current files area 5 years; then retire to State Archives.

Reference Intelligence Name Index File

Copy of above file maintained in regional offices for reference purposes.

Cut off file at ~~the~~ end of each calendar year; hold in current files area 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Bobbi J. Tucker</i>	4/16/76	<i>Jean Powell</i>	4/16/76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	4-30-76
		Secretary of State/Designee	April 28, 1976
		Attorney General/Designee	5-3-76



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			Date Received MAR 15 1976	
2. Person to Contact S/A Robbie Hamrick		Working Title Supervisor of Intelligence Unit	Telephone Number 656-4736	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest Latest 1939 (?) Present		5. Records Series Title (followed by title used in office, if different) Intelligence Name Index File		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers the Georgia Post Mortem Act and the Implied Consent Act.				
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8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>750</u> ; Seven to twelve months old <u>750</u> ; Thirteen to twenty-four months old <u>750</u> ; twenty-five months and older <u>750?</u>				
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YES	NO	10. Questionnaire (Place an "X" in the proper column)
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X		c. Is this a vital record?
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	X	f. Is the information contained in this series ever published? If yes, attach copy.
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X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy maintained in Regional Offices
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

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a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	5 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

For proper administration of the Investigative Division.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention. (Should be retained for as long as the

☒ Other (Specify) at end of _____ (investigative case files.)

Cut off file in years ending in 7 and 2, then hold in current files area 5 years, then retire to State Archives.

Reference Intelligence Name Index File

Copy of above file maintained in regional office for reference purposes.

Cut off file at end of each calendar year; hold in current files area 1 year; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>B. Tucker</i>	3/11/76	<i>John H. Powell</i>	3/11/76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>William M. Nigro</i>	3-25-76
		Secretary of State/Designee <i>Carroll Hart</i>	3-24-76
		Attorney General/Designee <i>Robert S. Shell</i>	3-25-76